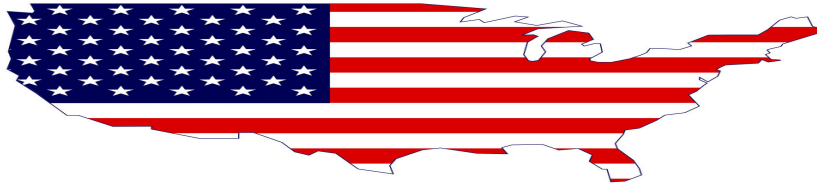


# Monday Memo

April 26, 2021



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*Never Forget  
“We Succeed Together”*

## Superintendent - Dexter E. Jordan

1 “Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are”.

-- **John Wooden**

2. Staff attendance must be entered in SAMS daily. This is a state requirement.

3. **Teacher attendance is crucial to our success, principals--review your Teacher Attendance data.**

4. **We will be conducting an Internal Audit of the MDE Process Standards. The audit will take on April 13, 2021 (tentatively).**

5. Administrators are expected to record an average of **5 walkthroughs per week** recorded in School Status.

6. All student travel must be approved by Central Office Personnel. The student travel form is located on the District website [www.JDCSD.org](http://www.JDCSD.org). Requests are to be approved at least two weeks in advance. Meaning, you should start the process at least a month in Advance.

7. Please review your purchasing guidelines with your staff. The District will not pay for items/services purchased/obtained without proper authorization.

8. Principals, please ensure the State Flag is visible from the street or immediately

- upon entering the main office area. Please give me a call for more information.
9. Principals, please ensure grades are posted daily. Have a designee assigned to this task.
  10. Please make sure the information shared in the Monday Memo is shared with your leadership team and counselors
  11. All schools social media tools should be operational. Also, be sure to include @JDCSDSup to the tagline.
  12. A.I.R. it out (**AVOID~IGNORE~REPORT**) as well as the character trait of the month must be a part of daily announcements. This includes the Pledge of Allegiance
  13. **If EVERYONE IS MOVING FORWARD TOGETHER, WE WILL SUCCEED TOGETHER!!!**
  14. Let's ALL remain mission focused "**EDUCATE ALL STUDENTS**".

**WHERE WILL THE SUPERINTENDENT BE THIS WEEK:**

DAY	DATE	EVENT AND TIME
MONDAY	April 26, 2021	<ul style="list-style-type: none"> <li>● JDCHS walk through</li> <li>● Interview @ 11:30 AM</li> <li>● Interview @ 1:00 p.m.</li> <li>● Central office</li> </ul>
TUESDAY	April 27, 2021	<ul style="list-style-type: none"> <li>● Central office - 8:00 a.m.</li> <li>● MSBA Conference @ 8:30 am- 12 pm</li> <li>● Interviews -</li> <li>● Interviews -</li> </ul>
WEDNESDAY	April 28, 2021	<ul style="list-style-type: none"> <li>● Central Office @ 8:00 a.m.</li> <li>● Pine Belt Superintendent @ 10:00 am</li> <li>● Teacher Job Fair @ 3:45 - 5:00 pm</li> </ul>
THURSDAY	April 29, 2021	<ul style="list-style-type: none"> <li>● C/O @ 8:00 a.m.- 12:30 p.m.</li> <li>● Administration Meeting Postponed .</li> <li>● Central Office</li> </ul>
FRIDAY	April 30, 2021	<ul style="list-style-type: none"> <li>● Central office -</li> <li>● MTSS @ 10:00</li> <li>● Monday Memo @ 1:00 pm</li> </ul>

**“To be released soon”**

<b>DISTRICT STUDENT ATTENDANCE GOAL OF 93% OR HIGHER</b>								
	9/30	10/31	11/30	12/31	1/30	2/28	3/31	
% Present	97.5%	96.3%	93.48%	97.76%	94.8%	96.42%	96.82%	
Estimated Cost of Absenteeism								

<b>READING (WEEK of March 31, 2021)</b>						
<b>IReady Data</b>						
	JEJ	CES	JDCHS			
Below Proficiency	40%	28%	TBD			
On grade level	34%	37%	TBD			
Below grade Level	26%	34%	TBD			

<b>MATH (WEEK of March 31, 2021)</b>						
<b>IReady Data</b>						
	JEJ	CES	JDCHS			
Below Proficiency	37%	27%	TBD			
On grade level	26%	30%	TBD			
Below grade Level	37%	43%	TBD			

**SPOTLIGHT SCHEDULE  
2020-2021  
“ We Succeed Together”**

<b>Bulletin Board- (1)board on character trait of the month (2) highlights school</b>	<b>Date</b>	<b>Spotlight- Principal /Director will do a brief spotlight</b>
<b>JEJ</b>	<b>4/26/2021</b>	<b>We would like to give a shout out to our secretary Renatta McLaurin for the AWESOME job she does for the students and staff of J E Johnson Elementary. Thanks Mrs. McLaurin!</b>
<b>CES</b>	<b>4/26/2021</b>	<b>The faculty, staff, and students of G.W. Carver Elementary would like to welcome Mrs. Sheila McNair in her new position of school secretary. Welcome Mrs. McNair!</b>
<b>JDCHS</b>	<b>4/26/2021</b>	<b>In honor of Administrative Assistant Day on 4/21/2021, we would like to spotlight our two amazing administrative assistants: Kim Hathorne and Tarshall Strickland. Thanks for all you do ladies.</b>
<b>Alternative School</b>	<b>4/26/2021</b>	<b>The Office of Student Services would like to recognize our partner Rev. Jessie Holloway. Rev. Holloway has been a constant of wisdom and support for</b>

		<p>our school district and continues to share both knowledge and time with our team. Thanks Rev. Holloway...</p>
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**Curriculum and Instruction - Devonshae Harrien**

The curriculum department continued Science training this week with Greene Consultation with grades 4th - 6th at the Academic Success Building. We will proceed with the remaining days on the contract within grade spans for the next upcoming weeks. Teachers were provided a Google Form Survey to give feedback on the training and if additional training is needed within the district. Our STEMscopes textbook vendor was contacted to receive information on Science resources for our non-tested areas.

Each school continued MAAP testing for the spring testing season. GW Carver completed 3rd, 5th, and 7th grade ELA (first session). JE Johnson completed 5th-8th grade ELA, and JDCHS completed Biology I and English II. CTE did not conduct any testing administration this week. They will resume testing next week.

Ms. Harrien held discussions with each building-level administrator regarding their Summer Remediation and Enrichment plans. Ms. Harrien, Mr. Daley, and Mrs. Alegria will meet next week to finalize the students that will participate, so transportation and food delivery can be completed. The department also continued the planning process with Shorts and Thomas Consultant Firm in regards to summer MTSS Training and training for the 2021 - 2022 school year. Lastly, an iReady planning meeting was held to review the district's plans to invest in the program as a supplemental resource for the upcoming school year. An iReady Professional Development Plan was developed and reviewed for the upcoming school year and Ms. Harrien will share with the Superintendent's Cabinet on Monday.

Office of Curriculum and Instruction Contact Info:  
 Ms. Devonshae Harrien, Director - 601.792.5005 office - 601.408.1377 cell - [dharrien@jdcasd.org](mailto:dharrien@jdcasd.org)

Mrs. Andrea Curb, Math Coach - 601.792.5005 office - 601.596.5716 cell - [acurb@jdcasd.org](mailto:acurb@jdcasd.org)

Dr. Elcia Firle, ELA Coach - 601.792.5005 office - 601.517.2497 cell - [efirle@jdcasd.org](mailto:efirle@jdcasd.org)

**Upcoming MDE Professional Developments:**  
 Ongoing Topic for Professional Development - All Year

<https://www.trumba.com/calendars/MDE>

<http://sresa.msresaservices.com/>

Director of Federal Programs- John Daley

ESSER Construction Webinar, April 21-23, 8:00-12:30 each day.

Mr. Daley will be out Thursday, April 29, 2021, for the Pine Belt Federal Programs Directors Meeting.

April 30, 2021, - ESSER II application due in MCAPS.

Federal Programs Department Contact Information:

John Daley, Director of Federal Programs - 601-792-2703 - [jdaley@jdcsd.org](mailto:jdaley@jdcsd.org)

Carleana Davis, Federal Programs Bookkeeper/Secretary - 601-792-2702 - [cdavis@jdcsd.org](mailto:cdavis@jdcsd.org)

Director of Special Services and Health Services- Dr. Subrina Mason

The Exceptional Education Department has completed the Dyslexia Screener for all 1st grade students at Carver Elementary and J.E. Johnson Elementary. If you have a 1st grade student that hasn't been screened for Dyslexia, please contact Dr. Subrina Mason at 601-792-5441.

Gifted Education (Parachute): Attention Parents/Guardians of JDCSD 2nd and 4th graders; the Gifted Education (Parachute) department is seeking any and all 2nd and 4th grade students who would like to be tested for possible entry into our Parachute program. This is a program for intellectually gifted students. We encourage all students in the grades mentioned to get screened as soon as possible. If you are interested in having your child screened, please do one of the following: notify your child's teacher, notify Mrs. Ellen Harper, Parachute teacher, at [esmith@jdcsd.org](mailto:esmith@jdcsd.org) or notify Dr. Subrina Mason, Director of Gifted Education, at 601-792-5441. After we are notified, we will send you a permission slip for testing, and then we will schedule a date and time for your child to be screened/tested. Thank you!

**CHILD FIND:**

The Jefferson Davis County School District is participating in an ongoing statewide effort to identify, locate, and evaluate children birth through the age of twenty-one who have a physical, mental, communicative and/or emotional disability. Early identification of children in need of special education experiences is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to help determine present

and future program needs as progress is made toward the goal of providing a free appropriate education to all children with a disability. Please contact Dr. Subrina Mason, Child Find Coordinator for Jefferson Davis County School District, if you know of any children who may have a disability by calling 601-792-5441, email: [smason@jdcasd.org](mailto:smason@jdcasd.org) or by writing to her at the following address: P. O. Box 1197, Prentiss, MS 39474.

The Child Find Person implements child identification, location and evaluation of children birth through twenty-one who have a disability, regardless of the severity of their disability, and who are in need of special education and/or related services. The Child Find Coordinator works with the local Head Start, Human Services, Health and Mental Health agencies, as well as local education agencies, physicians and other individuals to identify and locate children out of school and in school who may be in need of special education services.

We now have 17 special education teachers, 2 paraprofessionals, 3 speech therapists, and 1 behavioral specialist in our district providing services to students who have a physical, mental, communicative and/or emotional disability.

Free Resource information for teachers and parents: *Special Ed Connection*  
[www.specialedconnection.com](http://www.specialedconnection.com)

**Login information:**

**Parents/Family:**

**Login: msfam3300      Password: family**

**Teachers:**

**Login: mstea3300      Password: teacher**

**December 1 Count for Exceptional Education**

<b>Jefferson Davis County High School</b>	<b>39</b>
<b>Carver Elementary School</b>	<b>56</b>
<b>J. E. Johnson Elementary</b>	<b>82</b>
<b>School 500 (Head Start and Private School)</b>	<b>17</b>

**Total = 194**

Communications Coordinator - Carleana Davis

**I will review the Monday Memo on WEDNESDAY to have it ready for the Superintendent on Friday's.**

Therefore, I will work with everyone, so that all updates on the Monday Memo document are done before I have my review with Mr. Jordan. Also, please **add a date to your new information** in the document. Even in the **"SpotLight" section on the Monday Memo needs to have dates added**, so I will know that the information is new.

- Please thoroughly review all flyers, forms, etc., before sending them to the Central Office for distribution or posting to social media/websites. For district-wide mass email distribution, please allow 2 days prior notice when sending requests.
- If you have any submissions that you would like included in our district-wide newsletter, please send them to Carleana Davis, [cdavis@jdcsd.org](mailto:cdavis@jdcsd.org).
- Please be sure to keep me updated on any special events and projects that you have going on at your school or within your department so that I can help share your content in the appropriate outlets. Prior notice is appreciated.

Director of Student Services- Dr. Jason Mcleod

Greetings,

As we move into our "Phase 1" of our school reopening plan, our excitement for providing support for your departments is at an all time high. In our quest to provide a safe and nurturing environment, we would like to remind all our staff that we will continue to disinfect and sanitize each campus on a three week rotation. The dates for our deep disinfectant and sanitizing process is as follows: April 30, 2021, May 21, 2021 and June 11, 2021. The Dates for lawn care for the remainder of the year are as follows: April 29-30; May 10-11 and 19-20; June 3-4, 14-15 and 29-30; July 8-9; 19-20; August 2-3, 12-13; 23-24; September 2-3; 13-14; 29-30; October 13-14

**Early Registration is May 10-21, 2021**

**Kindergarten Students is May 3-6, 2021**

This week our goal is to review how each campus is implementing their Phase 3 "Traditional Model". We will also be monitoring the bus services department to ensure our



students are following guidelines provided for safe travels as we resume with all students being transported. We will also be working with our counseling department to ensure our virtual students are active.

**REMINDER:** As it relates to safety, please remember the following: all lights should be turned off at the end of the day including all electronic devices (smart boards, computers, etc), all doors should be locked, all gates should be locked, and the last person on site should notify the site administration when they have left the building. Also, please do not prop doors open and keep your air conditioning units at between 73 and 75 (do not move the temperature constantly--it causes the unit to malfunction).

**Reminder.** School Level Crisis Management Binders should be updated with all pertinent information including meetings with our Crisis Teams as well as complete our safety drills. Please keep all agendas and sign in sheets in a binder in the office.

As it relates to maintenance, please remember to submit a helpdesk ticket as well as place your information in your site administrator's google document. Our team will be on each campus throughout the day to service your issues. *Please do not stop the crew without putting in a request.*

**The Career Fair has been postponed with the tentative date being April 28, 2021.**

### **JEFFERSON DAVIS COUNTY SCHOOLS STUDENT SERVICES**

#### **GOALS**

1. Increase the percentage of students that have less than 3 discipline referrals through collaborative measures with PBIS committees, administrators and school counselors
2. Increase the average daily attendance rate by 3% through consistent and timely delivery of students to school and home through a safe and orderly transportation service
3. Provide a safe, orderly, and nurturing environment through timely review and correction of any and all building and grounds issues
4. Maintain and Increase Parental Involvement

#### **Jefferson Davis County Schools Student Services**

##### **IMPORTANT PHONE NUMBERS**

**Office of Student Services---601-792-4888**

**Mrs. Denise Booth, Coordinator**

**Office of Transportation----601-792-5005**

**Ms. Juanita Norwood, Secretary**

**Mr. Terry Hathorn, Director**

**Office of Maintenance 601-792-4888  
YouthCourt Representative  
Mr. Payne, YC Rep**

**Director of Technology- Eric Stewart**

State testing preparation is a priority for the technology department for the months of April and May 2021. The goal is to provide a quality and seamless testing experience for all students.

**Student Pre-Registration**

Student chromebook devices for the student registration process will be reissued to parents and students. If a student device is lost or stolen, a police report will be required to complete registration.

**Planned Major Projects:**

- 1. Phone systems (VOIP)**
- 2. Surveillance camera system - More robust system will be needed to include: Bus cameras, door access controls and cameras (Site reviews are being done)**
- 3. Classroom Technology (Swivl, Promethean Panel)**

The Technology Department is preparing for the EOY technology assets reviews.

MDE call was held April 14, 2021 at 11:30 a.m. regarding the EDLA Data Collection processes. The Director of Technology was in attendance. The Director of Technology is in the process of generating a survey for parents, students, and teachers.

**Principal - Career and Technical - Willie Armstrong**

**Greetings**

The CTE Center is happy to announce that our Office Manager has transferred to a teaching position within the district. We hated to see her leave us however, I know she will be great in the classroom. Our CTE spotlight is on the Engineering and Robotics Program taught by Lucy Daughdrill. The program was awarded four grants from the Robotics Education and Competition Foundation. Our students will receive three competition robots (worth \$1500 each) and the field components (worth \$500). Robotic students will program the robots and practice strategies to compete in the 2020-21 competition "Change Up." The Robotics Education and Competition is known worldwide. Another big

thanks to the CTE staff and all the great work they do..

Principal- Jefferson Davis County High School- Carrie Hammond-Walker

Hello JDCHS Parents and Students,

We continue with testing this week. Next week we will test English II and Algebra I. All virtual and traditional students must be present for testing. Students are not allowed to wear hoodies or jackets in the testing site. Therefore, students are encouraged to wear layers of long sleeve shirts if they tend to be cold. Good luck students!!!!!!

Principal- Carver Elementary School - Dr. Crystal Haynes

Greetings from CES:

State testing continues this week. We solicit your encouragement and well wishes for our students throughout this testing season. Please review the calendar below for your child's testing date. Parents please ensure the students get a good night's rest and attend school daily. Virtual and students must test on campus. Please allow your child to wear a long sleeve shirt as no hoodies are permitted in the testing site. Just a reminder that all students are expected to attend class daily in person if you are not on the approved virtual list. Please contact the office if you require additional information, support, or assistance at (601) 943-5251.

G. W. Carver State Testing Schedule

<span>◀ Mar 2021</span> <span style="margin-left: 200px;"><u>April 2021</u></span> <span style="float: right;">May 2021 ▶</span>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>25</b>	<b>26 Session 1 ELA</b>  <b>4<sup>th</sup> Grade</b>  <b>Time: 1hr 53mins</b>	<b>27 Session 1 ELA</b>  <b>8<sup>th</sup> Grade</b>  <b>Time: 2hrs 18mins</b>	<b>28 Session 1 ELA</b>  <b>6<sup>th</sup> Grade</b>  <b>Time: 2hrs 18mins</b>	<b>29 Session 2 ELA</b>  <b>3<sup>rd</sup> &amp; 7<sup>th</sup></b>  <b>Time: 1hr 15mins</b>	<b>30 Session 2 ELA</b>  <b>4<sup>th</sup> &amp; 5<sup>th</sup></b>  <b>Time: 1hr 15mins</b>	

Principal- J E Johnson Elementary School - Johnnel Stewart

Hello!

We have completed state testing for ELA Part 1 and will begin with Math Part 1 on Friday, April 23rd. Please see the calendar below. Parents please make sure students are present each day of school, get a good night's rest, and encourage them to eat breakfast every morning.

Upcoming Events:

- April 30th - Progress Reports
- AIRS Super Saturday (coming your way soon!)

**J E JOHNSON ELEMENTARY—012**

2021 TESTING CALENDAR  
APRIL/MAY 2021

**APRIL**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2 GOOD FRIDAY
5 GOOD MONDAY	6 ACT-11TH MAAP-ALT	7 MAAP-ALT	8 MAAP-ALT	9 MAAP-ALT
12 MAAP-ALT	13 MAAP-ALT	14 ENGLISH LEARNER TEST	15 3 <sup>RD</sup> GRADE READING SESSION 1	16 4 <sup>TH</sup> ELA
19 5 <sup>TH</sup> ELA	20 6 <sup>TH</sup> ELA	21 7 <sup>TH</sup> ELA	22 8 <sup>TH</sup> ELA	23 3 <sup>RD</sup> MATH
26 4 <sup>TH</sup> MATH	27 5 <sup>TH</sup> MATH	28 6 <sup>TH</sup> MATH	29 7 <sup>TH</sup> MATH	30 8 <sup>TH</sup> MATH

Human Resource - Brenda Walker

**EMPLOYEE LEAVE:** If an employee is out more than 3 days, we will need a doctor's excuse. We will also need to reach out to the employee. This is for ANY TYPE of leave (FMLA, COVID, etc.)

**COVID LEAVE: Emergency Paid Sick Leave**

The credentials for COVID leave are as follows:

- Up to 80 hours/10 days/2 weeks of paid sick leave at 100% of employee's regular rate (capped at \$511 per day)

- **Qualifying reasons:**
  - Employees that have tested positive, documentation required from healthcare providers.
  - Employee has been advised by a healthcare provider to self-quarantine/isolate related to COVID-19, documentation required.
  - Employee is displaying COVID-19 symptoms and is seeking a medical diagnosis
- **Caring for another individual that requires the employee's care**
  - Up to 80 hours/10 days/2 weeks of paid sick leave at two-thirds of employee's regular rate (capped at \$200 per day)
    - **Qualifying reasons:**
      - To care for an individual who has tested positive, documentation required
      - To care for an individual who has been advised by a healthcare provider to self-quarantine/isolate related to COVID-19
      - To care for a child whose school or place of care is closed or unavailable due to COVID-19 precautions.
- **Expanded Family Medical Leave is Offered:**
  - An employee is unable to work or telework in order to care for their child whose school or place of care is closed or unavailable due to COVID-19 related reasons
  - One 12-week leave allotment for FMLA (Does not alter the way regular FMLA does)
  - First 10 days are unpaid unless
    - Eligible under the two-thirds pay, or
    - Personal accumulated leave is available
  - Remaining 10 weeks of leave is paid at two-thirds of the employee's regular compensation rate, capped at \$200 per day

**BENEFITS OFFERED:** The following are benefits that are offered to our employees:

- State of Mississippi Group Health Insurance - 1-800-709-7881
- State of Mississippi Life Insurance - 1-800-709-7881
- Group Dental Insurance - 1-800-521-2651
- Group Vision Insurance - 1-800-507-3800
- Cancer/Intensive Care/Life Insurance - 601-940-9871 (Bart Carter)
- Tax Sheltered Annuity - 601-940-9871 (Bart Carter)
- Short-term Disability - 1-800-662-1113
- Tax-Sheltered Medical Spending - 601-940-9871 (Bart Carter)
- Tax-Sheltered Dependent Care - 601-940-9871 (Bart Carter)
- Mississippi Deferred Comp. - 1-800-846-4551

**RETIREMENT BENEFITS:** Our retirement system is PERS of Mississippi. The phone number is 1-800-444-7377, and you can also visit their website at [www.pers.ms.gov](http://www.pers.ms.gov). Each employee has to contribute 9% of their gross wages each month, and the employer contributes 17.40% each month.

**TIER 1:** Hired on or **before June 30, 2007**, you are vested after 4 years of membership service. You can retire with 25 years of creditable service at any age or age 60 and vested. You are eligible for Partial Lump Sum Option (PLSO) with 28 years of creditable service or age 63 and vested.

**TIER 2:** Hired **between July 1, 2007 and June 30, 2011**, you are vested after 8 years of membership service. You can retire with 25 years of creditable service at any any age or age 60 and vested. You are eligible for Partial Lump Sum Option (PLSO) with 28 years of creditable service.

**TIER 3:** Hired **on or after July 1, 2011**, you are vested after 8 years of membership service. You can retire with 30 years of creditable service at any age or age 60 and vested. You are eligible for Partial Lump Sum Option (PLSO) with 33 years of creditable service.

**KNOW YOUR BENEFITS:** The website to see more details on your health insurance is [knowyourbenefits.dfa.state.ms.us](http://knowyourbenefits.dfa.state.ms.us).

You can set your own myblue account by visiting [myblue.bcbsms.com](http://myblue.bcbsms.com). This will allow you to create a username & password. You will be able to see personal information on your life and health insurance.

#### **WELLNESS VISIT:**

Please remember to go get your Wellness Visit. We get one free every year. Be sure to tell your provider it's your wellness visit, and you don't have to pay anything for it. We want you to "Stay Healthy".

You may also call Ms. Brenda Walker at 601-792-2146 or Ms. Markeshia Hammond 601-792-5422.

#### **PROFESSIONAL DEVELOPMENT:**

MDE is offering free Professional Development. Please visit their website and go to:

- Directory
- Professional Development
- Professional Development Calendar

Please take advantage of the training that will be beneficial to you.

#### **OPEN ENROLLMENT (HEALTH INSURANCE)**

If you have **NO CHANGES**, there is nothing you will need to do.

There will be a **RATE INCREASE**, and it will be deducted from your December paycheck, to

go into effect on January 1, 2021.

We will be sending out the new rates, along with the enrollment form very soon.

**STUDENT LOAN FORGIVENESS APPLICATIONS** - If you would like to apply for student loan forgiveness, applications have been emailed to you to complete. You can visit the website at [StudentAid.gov/publicservice](http://StudentAid.gov/publicservice) to find out more information.

**WORK FROM HOME** - The next (2) days everyone will be working from home. We will return back to work in the buildings on Monday, December 14, 2020. The instructional staff who have chosen to work from home, are the only ones that will not report to their buildings. Please continue to do those things to keep the district going as we try to get through these trying times. Thank you all for what you do!

**COVID TESTING** - If you were sent home by the district due to exposure, we **MUST HAVE** your test results. Send them to [bwalker@jdcisd.org](mailto:bwalker@jdcisd.org) & [mhammond@jdcisd.org](mailto:mhammond@jdcisd.org) in order to pay you for COVID leave for the 48 hours (2 days). You need to test **AFTER** the 48 HOURS. If you test negative, you will need to isolate yourself when you return back to the building. If you test positive, do not return to the building. You need to quarantine yourself, and retest after 10 days if you are showing no symptoms. If you still test positive, you will remain off for a total of 14 days, and it may run into FMLA Leave.

If you were exposed or tested positive and you were not at work, we still have to see a positive test result from you or the person who is positive in order to pay you under the COVID leave. If you are the main caregiver of someone that has tested positive, or who has to quarantine, we will need that documentation. You need to go be tested if you feel like you were exposed, and could possibly have contracted the virus. **If we do not see the results, we can't pay you under COVID leave.** Please continue to social distance and wear your masks.

They are looking at changing the total quarantine days from 14 to 7 days. Quarantining helps to stop the spread of the infection to others.

**COVID LEAVE PAY EXPIRING** - Please be aware that COVID Leave will be expiring on **3/31/2020**. You will have to use your sick or personal leave time. Please be mindful because it could cause you to go into dock pay.

**INSURANCE OPEN ENROLLMENT** - Open enrollment for insurance coverages will begin next month in February. We will let you know when the insurance team will be at your location. Please make sure to see the representative, so they can explain to you what coverages you have, and make any necessary changes. Any new changes will be effective April 1, 2021.

**CONTRACTS FOR 2021-2022 WILL BE ISSUED AFTER SPRING BREAK. YOU WILL HAVE 10 CALENDAR DAYS TO RETURN THEM BACK TO YOUR PRINCIPAL. IF YOU WILL NOT BE RETURNING ON NEXT SCHOOL YEAR, PLEASE RETURN BOTH COPIES OF THE CONTRACTS TO YOUR PRINCIPAL, ALONG WITH YOUR RESIGNATION LETTER.**

**JOB FAIR**

**WE WILL BE HAVING A DISTRICT JOB FAIR ON THURSDAY, April 28, 2021 FROM 10:00 A.M. - 6:00 P.M.**

**NEW INSURANCE DEDUCTION RATES FOR THE YEAR WILL BE ON YOUR APRIL PAYCHECKS !!!**

**BENEFICIARY INFORMATION:**

**MAKE SURE TO CHECK YOUR BENEFICIARY INFORMATION ON THE FOLLOWING POLICIES IF YOUR ARE UNSURE:**

- **PERS (RETIREMENT SYSTEM)** - FORM NEEDS TO REQUESTED FROM OUR OFFICE, Call 601-792-2146 or 601-792-5422
- **STATE LIFE INSURANCE** - Log in to your myBlue site, <https://myblue.bcbsms.com> and click on the My Benefits tab. You can also call 1-877-348-9217
- **TEXAS LIFE INSURANCE** - Call Bart Carter at (601) 940-9871
- **AMERICAN FIDELITY POLICIES** - Call Bart Carter at (601) 940-9871

**JOB FAIR HAS BEEN RESCHEDULED FOR APRIL 28, 2021 FROM 10:00 A.M. - 5:30 P.M.**

**REMINDER:** PLEASE GO GET YOUR ANNUAL “HEALTHY YOU” EXAM. You can be reimbursed from American Fidelity on the following policies, once you show proof that you have completed your exam:

- Cancer
- Accident



- **Critical Illness**

Go to [americanfidelity.com](http://americanfidelity.com), or download the app.

**THANK YOU AND LET'S HAVE A GREAT YEAR !!!**

**Director of Food Service -**

Just getting started back to serving meals, trying to work out problems as soon as they arise. Getting a good number for meals that need to be prepared has been a little tricky but we are communicating each day for what we could have done differently and what our plans for the next day will be.

Meals are still being delivered to homes due to all students virtual at this time. Working with Mr. Jordan & Dr. McLeod on another possible food box delivery. Trying to finalize Bassfield and Prentiss Food Delivery Bus Routes.

Director of Food Services, -

Sheila Copeland - 601-792-2712  
Jason McLeod - 601-792- 4888